

S E C R E T

QUESTIONNAIRE

COMPUTER-PRODUCED FINANCIAL REPORTS

1. Attached is a schedule of computer-produced reports and listings furnished your office.
2. Please answer the following questions for each report or listing noted on the attached schedule:
 - A. For what purpose do you use the report? If not used, explain why.
 - B. Are the reports received in time to accomplish the intended purpose? If not, what change in distribution date do you recommend?
 - C. Is the arrangement of the data in the reports satisfactory? If not, what changes do you recommend?
 - D. Do you need all the data in the report? If not, what is excess to your needs?
 - E. Do you maintain manual records to supplement the computer report? If so, please explain to what extent and for what purpose?
 - F. Do you post data in the computer report to other records? If so, please explain to what extent and for what purpose.
 - G. Please provide any other comments or recommendations for changing the reports to improve their usefulness.
3. Also, please comment on the following:
 - A. What new reports would you like to receive?
 - B. What type of reports do you currently provide to your top management? Please attach copies.

S E C R E T

1. REPORTS

<u>Report Title</u>	<u>Frequency</u>
Program Status	Monthly
Status of Allotments and Property Authorizations	Monthly
Obligation Status	Monthly
Expense Obligation Summary	Monthly
Property Issues	Monthly
Schedule of Encumbrances	Monthly
- Six Month Obligation Status	Semi-Annual
- Six Month Property Issues	Semi-Annual
Budget Expense (Confidential Payrolls Only)	4-Week
- Invalid FANS (Payroll Only)	Daily

2. GENERAL LEDGER SUBSIDIARY LISTINGS OR STATEMENTS (FURNISHED ONLY IF THERE IS ACTIVITY FOR YOUR OFFICE)

<u>Title</u>	<u>Account No.</u>	<u>Frequency</u>
Advances to Agency Personnel - Regular Rolls (Statements)	1441	Monthly
- Advances to Agency Personnel - Special Rolls (Statements)	1442	Monthly
- Office Imprest Funds	1475	Monthly
- Miscellaneous Operational Advances	1479	Monthly
- Miscellaneous Costs	4248	Monthly
- Assets Written Off - Further Follow-up Required	7305	Monthly